



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
BRAVO BATTERY, 1ST BATTALION, 30TH FIELD ARTILLERY
840 GERONIMO ROAD
FORT SILL, OK 73503-9015

ATSF-BFB

25 July 16

MEMORANDUM FOR ALL SOLDIERS ASSIGNED TO BRAVO BATTERY 1-30TH FA BN

SUBJECT: Commander's Policy Letter 5 – **Leave and Passes**

1. Reference: AR 600-8-10 and 1st Battalion, 30th FA Policy Letter #5 dated 25 June 2010.
2. The purpose of this policy letter is to reinforce the present procedure for processing ordinary leaves, PCS leaves and passes. Ordinary leave and pass request will be submitted no later than two weeks in advance of the requested leave/pass date. PCS leaves should be submitted to the training room no later three weeks prior to issuance of clearance papers.
3. Guidance for taking a pass:
 - a. A pass is authorized for a maximum of four days. Passes must be taken in conjunction with a weekend. Any pass requested exceeding four days will be denied and returned to the Soldier to resubmit as a leave request.
 - b. The immediate supervisor must annotate approval or disapproval on all pass requests and ensure the request is processed through the battery. All pass requests must be submitted through the First Sergeant and Battery Commander for final approval.
 - c. A mileage pass will be submitted for Soldiers traveling in excess of 250 miles from Fort Sill during weekends or training holidays that involve non-duty days. A mileage pass will be submitted on a DA 31.
4. Guidance on taking leave:
 - a. IAW AR 600-8-10, SSG and below will physically sign out and sign in with the Battalion S-1 or Brigade Staff Duty.
 - b. SFC and above may sign out or in from leave in person or telephonically. All phone calls must be made from the local Fort Sill, OK area and must be made by the person going on leave. Other Soldiers, spouses, etc are not authorized to call to sign in or out a Soldier on leave. Authorized leaves that are assigned a control number will automatically start on the day requested on the DA Form 31 for all SFC and above.

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SUBJECT: Commander's Policy Letter number 5 – Leave and Passes (CONT)

Telephonic sign out is not required, as the leave will automatically begin. It is the responsibility of the requesting Soldier to notify the unit if he or she decides to cancel or change the start date of the leave.

NOTE: The SDNCO will not sign a Soldier out on the DA Form 1594. If the leave was previously approved and is not in the leave book, the SDNCO will verify with the Commander/1SG that the Soldier is authorized to go on leave. Upon approval, the SDNCO will generate a leave form and issue a control number for the Soldier. Soldiers without Battery Commander/1SG's approval will not be authorized to sign out on leave.

- c. Failure to sign in from leave may result in an unauthorized absence, disciplinary action or additional leave charged.
- d. The only authorized numbers to call are Battalion S-1 442-4665/4662 during duty hours and Brigade Staff Duty 442-3513/4890 during non duty hours. If no one answers or the line is busy, it is the Soldier's responsibility to continue trying to properly sign in or out.
- e. Soldier's are to remain in the local area and available for duty prior to the start of their leave and to include the weekend prior to a Monday or Tuesday leave. Soldiers will ensure that they have the approved DA Form 31 signed by the Battery Commander or the First Sergeant with a control number in their possession prior to departure on leave.
- f. Leave extensions will be called into the Battery Commander or First Sergeant 442-5713/4775 NLT than the last day of the remaining leave date. The Battery Commander or First Sergeant is the only authorized ones to approve leave extensions.

Soldiers PCSing and ETSing are required to physically sign out on leave. NO EXCEPTIONS. PCS and ETS Soldiers can sign out at the Battalion S-1 during duty hours and Brigade Staff Duty during non duty hours on the date their leave starts.


MICHAEL J. KOLLER
MAJ, FA
Commanding